

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

**JOB TITLE: POLICE SERGEANT (Job Code 755).**

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### **GENERAL STATEMENT OF JOB**

Under direction of the Police Lieutenant, is responsible for exercising first line command of police personnel. Candidates use sound judgment and acquired knowledge in interpreting state laws, local ordinance, and departmental regulations, as well as appraising the effectiveness of enforcement. Duties involve an element of personal danger and exposure to adverse weather conditions. Although duties are performed in accordance with established policies, judgment is frequently exercised. Instructions are received orally and in writing from a superior officer. Work is reviewed through observations, inspections, and evaluations of submitted reports. May be authorized to assume the duties of a Lieutenant in their absence. Performs related duties as required.

### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Assigns zone assignments to subordinates, investigations to members of the unit, and approves overtime and leave for subordinates.

Trains and develops subordinates by providing leadership, assisting with investigating complicated incidents, discussing complex situations, providing motivation, and developing a positive morale environment.

Evaluates subordinate's performance appraisals and makes recommendations for transfers, provides written and verbal appraisals.

Maintains discipline by counseling employees both orally and in writing.

Conducts inspections of personnel, facilities, and equipment, i.e., firearms, department vehicles, uniforms and appearance.

Identifies operational and administrative deficiencies and implements change or submits written or oral recommendations that are commensurate with the sergeant's authority.

Exercises unilateral change on a subordinate's behavior, i.e., bad habits, minor discipline problems, without having to report to a higher authority.

Investigates citizen's complaints concerning departmental employees and/or services, contacts citizens at random to monitor the efficiency of the officer, resolves problems between the subordinate and the citizen, and advises the citizens of departmental policies and procedures.

Responds to serious or complex incidents, supervises personnel at scenes, and provides additional personnel and resources as required, i.e., to ensure evidence is properly secured, crime scenes are handled properly and calls for service are efficiently and effectively resolved. Assumes role of Incident Commander as needed.

Oversees and supervises personnel who conduct serious, complex, and/or highly specialized types of investigations, i.e., homicide, robbery, child abuse, and other related crime scenes, and ensures all laws and rules on procedures are followed for a successful investigation.

Coordinates the activities of his/her subordinates with the activities of other members and agencies, and maintains professionalism of subordinates as they interact with other city, county, and state agencies.

Prepares written reports, forms, and other paperwork as required, and ensures the timely completion of such by subordinates.

Assists with divisional planning, coordinating, and budgeting in both the planning and implementation stages.

Performs the work of subordinates if and when required.

May be assigned to a specific function requiring specific duties not delegated to the essential functions of Police Sergeant, thus candidate may perform the majority of essential functions on a more limited basis, specific areas include, but are not limited to, neighborhood policing, criminal investigation, internal investigations, narcotics, traffic, fleet manager, or personnel and training.

## **MINIMUM TRAINING AND EXPERIENCE**

High School diploma or equivalent; certified Police Officer, five (5) years of continuous law enforcement experience, passing score on a competitive exam. Must successfully complete all applicable Civil Service requirements.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of light to heavy weight (5-100+pounds). Physical agility and fitness for performing duties that require potential exertion, i.e., subduing subjects, climbing fences.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed with exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of state statues, local ordinances, agency general orders and standard operating procedures.

Knowledge of crime prevention techniques.

Knowledge of First Responder and CPR.

Knowledge of effective supervisory principles and techniques.

Knowledge of criminal laws including those relative to search, seizure, arrest, and rules of evidence.

Knowledge of methods and practices of criminal investigation and patrol administration.

Skilled in the care and safe operation of a variety of firearms, non-lethal weapons, and chemical agents.

Skilled in the operation of motorized vehicles under normal to adverse conditions.

Skilled in use of basic computer programs and databases.

Ability to understand and follow oral and written instructions.

Ability to communicate effectively with superiors, subordinates, and the general public.

Ability to analyze situations quickly and objectively.

Ability to determine proper course of action within the established framework of policies and procedures.

Ability to learn the geography of the city and surrounding areas.

Ability to maintain composure under emergency situations.

Ability to work effectively under stressful conditions.

Ability to exercise discretion.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date